

**VILLAGE OF NORTHFIELD  
BOARD OF TRUSTEES  
SPECIAL MEETING  
Minutes of August 1, 2013**

- I. ROLL CALL.** Chair Dennis Donahue, Village Trustees Kevin T. Beal, K. David Maxwell, and James R. Wilson. Also present was Kevin Pecor (Knotty Shamrock).

Chair Donahue called the meeting to order at 4:30 p.m.

**II. PUBLIC PARTICIPATION:**

- a. Kevin Pecor, Knotty Shamrock: Request to Place Tent, etc. for Special Event.** Kevin Pecor from the Knotty Shamrock requested permission to use several parking spaces on East Street to place a tent for its annual "Lobster Bake" on Saturday August 10, 2013. The tent would be used for people to dine outside and would feature two (2) bands during the day and evening. Trustee Maxwell inquired about the length of the music. Mr. Pecor assured the Board the outside band would stop performing at 10:30 p.m. The Board would like Mr. Pecor to approach all neighbors, businesses, and nearby residents to advise them of these evening plans both verbally and in writing. Mr. Pecor agreed to this. Motion by Trustee Maxwell, seconded by Trustee Wilson, to authorize Mr. Pecor to use the parking spaces in front of the Knotty Shamrock to place a tent during the lobster bake scheduled for August 10, 2013, with the condition that all emergency services be notified beforehand and the band play no later than 10:30 p.m. **Motion passed 4-0-0.**

**III. DISCUSSION**

- a. Bid Award for School Street Extension Wall Repair Project.** On Tuesday, July 30, 2013, sealed bids were opened for the School Street Extension Wall Repair Project. The lone bid received was from Lamoille Construction Inc. in the amount of \$11,750.00. Chair Donahue reported that Highway Superintendant Peter G. DeMasi strongly recommends awarding the bid to Lamoille Construction Inc. He felt that this bid was in line with the other estimates he had previously received. Motion by Trustee Maxwell, seconded by Trustee Beal, to award the contract for fixing the School Street Extension Wall repair project to Lamoille Construction Inc. for the amount of \$11,750.00. Trustee Wilson would like to find out where the funding for the wall repair would be coming from. Chair Donahue believes there is a CIP fund designated to retaining wall repair. Trustee Beal added that the wall repair line item was designated because of the many retaining walls in peril located in the Village. Trustee Wilson would also like to see the line item refunded at budget time. The Village Trustees also would like to see information on a time frame and what would happen should there be cost overruns. They also would like Village Manager Stephen Fitzhugh to convey this information to the adjacent property owners. **Motion passed 4-0-0.**

- b. Central Street Sidewalks.** A Village resident approached Trustee Wilson with the opinion that the contractors for the Norwich University (NU) parking lot project on Central Street had cut into the Village street by about four feet (4') without asking its permission in order to construct a new sidewalk around the parking area on the north side of Central Street. Trustee Wilson stressed that while the improvements are great for the area, he witnessed many traffic issues while standing there the other day. Trustee Wilson believes this is from the narrowing of the road. Chair Donahue visited the site three (3) times this week with Highway Superintendant DeMasi. During the first visit, Chair Donahue observed the contractors cold planning a lane while traffic passed with aid of flagger between the cold plane machine and the new curb. During the second visit, Chair Donahue and Highway Superintendant DeMasi measured the road width at the narrowest point where the new side walk was installed. The measurement was thirty-one feet (31'), which is wider than the other sections of Central Street. The third visit was to meet with an engineer to obtain the plans that the contractors followed. After reviewing the plans and receiving a written guarantee from Project Superintendent Eric Palmer (Engleberth Construction Inc.) that they constructed the sidewalk according to the plans approved by the Planning Commission and as presented to the Village Trustees, Chair Donahue felt that there was no infringement into the Village Street. Also Highway Superintendant DeMasi was confident the work was done within the scope of the plans. Trustees Beal and Wilson would like to know who owns and maintains the sidewalk. Chair Donahue said it was in the Village right-of-way. Trustee Beal suggested that it would be nice if NU could come to a meeting and update the Board on the project. He also thought a brief memo to NU about the sidewalk could clear up any misinformation regarding ownership and maintenance. The Board members agreed. Chair Donahue will work together with Village Manager Fitzhugh on drafting this communication.

**IV. PUBLIC PARTICIPATION: Non-agenda items.** There was none.

- V. ADJOURNMENT.** Motion by Trustee Beal, seconded by Trustee Maxwell, to adjourn. **Motion passed 4-0-0.**

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

*Dennis Donahue*

Dennis Donahue, Acting Clerk

These minutes are subject to approval at the next regular meeting.